Cedarbank School

Responsible Usage Agreement

Session 2021/2022

At Cedarbank we use digital technology to support our learning, across the curriculum. All pupils have access to various digital devices at school and it is important that everyone understands how to be responsible and safe when using these.

In order to use digital devices at Cedarbank school you must:

• Read and understand the rules

• Sign the Responsible Use Agreement

• Ask your parent/carer to read and sign it too.

By signing the Responsible Use Agreement, you are agreeing to follow the rules and procedures when using digital devices in school.

Responsibilities of pupils using digital technologies

- Keep your passwords safe and secure, don't share these with anyone.
- Take care of digital devices, treat them with respect to avoid damage. Report any damage to an member of staff straight away.
- Make sure that devices are stored correctly at the end of the day and charged at appropriate times to ensure they are ready for use in learning.
- Log off and shut down the device properly when finished it.
- Only use devices for learning activities approved by the class teacher.
- Keep the volume at an acceptable level or use headphones to avoid distracting others from working.
- Do not change the device settings without permission from staff.
- Do not take or post pictures, personal information or videos of myself or others through any form of electronic communication. This includes all pupils and staff.
- Be respectful to others when online.
- Report, to a member of staff, any content, messages or images that may be inappropriate or that make you feel uncomfortable.
- I accept that if I do not follow this Responsible Use Agreement, the school could withdraw the right for me to digital technologies as a learning tool.

Please ensure that the Cedarbank Responsible Usage Agreement is signed, and returned to school by Tuesday 31st August.

Responsible Usage Agreement

I agree to follow the rules and procedures within the Responsible Usage Agreement when using digital devices in Cedarbank school.

Pupil Name (please print): _____

Pupil Signature: _____

Date: _____   Class_____

Parent/Carer Name (please print): _____

Parent/Carer Signature (please print):_____

Date:_____